

MEMORANDUM

TO: City Council
FROM: Ken Coleman
DATE: July 7, 2015
RE: Strategic Planning Meeting

The stage is set to initiate the development of the City of Gunnison Strategic plan. The July 7th work session, beginning at 5:00PM will be facilitated by Elyse Ackerman, Northwestern Regional Manager of the Colorado Department of Local Affairs (DOLA) and Leslie Hentze, Regional Assistant. This memorandum discusses the agenda (included) for the facilitated session next Tuesday and summarizes the content-specific programming that will be followed during the development of the Strategic plan.

Facilitation Session

DOLA staff members, through their Local Government Capacity Building Program, have participated in a variety of strategic planning processes with municipal governments. DOLA representatives propose to use a process that culminates in a summary report prepared by DOLA. The process is as follows:

1. DOLA staff will facilitate an initial “brain-storming” session and document responses from the participants.
2. The next part of the session will focus on defining resource limitations that must be considered in relation to ideas, topics and programs that may be integrated into the strategic plan.
3. The facilitation session will move into defining priority projects that may be included in the strategic plan. The resulting priority list should include three to 10 specific projects or programs.
4. After compiling the facilitated meeting next week, City Management Staff will be tasked to assemble a set of “how-to-do” tools to be used for the implementation of priority projects. Management Staff and Council will assess the developed tools boxes, finalize the related contents and submit this summary to DOLA staff.
5. DOLA staff will develop a summary report and submit it to the City. DOLA staff has also offered to conduct follow-up facilitation meeting during this initial program and after their report is submitted to the City.

Strategic Programming Overview

The work session meeting packet includes a report from City staff that provides a framework for developing the strategic plan. It defines the general programming for such a plan which is based on a strategic process developed by the City/County Management Association (ICMA). In essences, the strategic plan will help to direct Capital planning and budgeting for the priority programs established in the plan that will be implemented. The process includes the critical step of assessing implementation progress and is also a living document that will be reviewed and updated periodically.

The meeting packet report also formulates a “grounding process” based on a set of questions that represent the fundamental foundation for moving the process forward. Please note that the packet report will not be the focus of this facilitation session but will be used for reference, as needed, during the development of the strategic plan. The agenda outline provided by DOLA will be the process guide.